Order Processor / Administration Assistant
Las Vegas, NV

EOE Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Date of Opening

10/2020

Category

Operations

Location

Las Vegas, NV

Full Time/Part Time

Part Position

About Tensor ID, Inc.

Tensor ID, Inc. is North America's leading provider in Machine Vision and Auto ID Solutions. Launched in 2008, Tensor ID, Inc. has earned its reputation as a top value-added reseller and integrator in the Machine Vision and Auto ID industry. We provide, integrate and support image-based technology for track trace and control, gauging, quality assurance and many other camera-based solutions. These solutions enable organizations to capture and manage data about their process, products and/or quality to improve productivity and throughput.

Our office environment is casual, professional, and friendly, fostering an open sharing of ideas and rewarding strong performance. At the same time, we are fast-paced and looking for highly motivated team members. Tensor ID, Inc. offers a full benefits package. Please visit our website for more information.

What does it take to join the Tensor ID team?

Are you a self-motivated, driven, competitive professional that thrives on getting the job done? If so, look no further because these are the qualities, we look for to join our team.
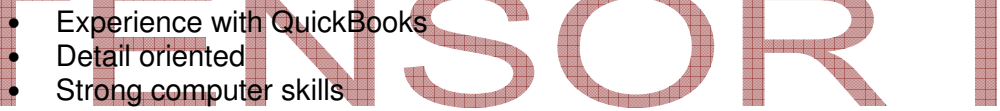
Description

Tensor Vision Corp is seeking an Order Processor /Admin Assistant to work in our Oceanside office. This role will work on our Order Processing team to effectively manage the purchase order creation and invoice process and ensure accurate and timely fulfillment is provided for all sales orders. This person will work with Account Managers, customers as well as external vendors. Also, phone support is required. Please note the hours for this position are 8:00am – 5:00pm, Monday – Friday.

Job Responsibilities

- Create purchase orders (P.O.) and invoices. Process customer orders
  - Responsible for creating and submitting P.O.s and monitoring their state through the lifecycle
  - Ensure all P.O. revisions and cancellations are completed accurately
  - Confirm P.O. acknowledgements from supplier for all same day & next day orders
  - Process and maintain all customer purchase orders.
  - Complete all customer order confirmations and send to customer.
  - Fix broken P.O. links
  - Perform quality control on all P.O. documents
- Maintain communication with vendors and follow up on all open orders
- Setup new customer or vendor in system.
- Send tracking information once received to customer.
- Communicate with Account Managers regarding their customers' accounts
- Escalate any issues to management
- Maintain receivables information
- Shipping (incoming and outgoing)
- Data entry
- Incoming phone support
- Please note the hours for this role are 8:00am – 5:00pm, Monday – Friday

Position Requirements

Preferred Characteristics

- Experience with QuickBooks
- Detail oriented
- Strong computer skills
- Strong typing skills, including 10-key
- Strong communication skills
- Experience with Microsoft Office, especially Excel and Outlook
- Ability to work independently and as part of a team
- Excellent problem solving and organizational skills
- Ability to prioritize tasks
- Experience with office machines – phone, calculator, fax machine
- Ability to work in a fast-paced environment
- Valid Driver's License with Satisfactory driving record
- Must be fluent in English
- Ability to work independently in a fast-paced, team-oriented environment
- Professional telephone manner
- Commitment to customer satisfaction, retention and loyalty
- Strong multi-tasking and decision-making skills
- Good computer skills

Education

- Bachelor's degree or equivalent

Required Experience

- 2 years' experience in a purchasing, data entry, accounting, sales support, or operations role.
- QuickBooks Experience a MUST

Compensation

- Competitive Pay / Salary (Depending on Experience)

TENSOR ID